DOCUMENT RESUME

ED 288 541 IR 052 208

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TITLE	Strategies for Successful Library Research: A Step-by-Step Guide.
INSTITUTION	Northern Kentucky Univ., Highland Heights.
PUB DATE	86
NOTE	34p.
PUB TYPE	Guides - Classroom Use - Materials (For Learner) (051)
EDRS PRICE	MF01/PC02 Plus Postage.
DESCRIPTORS	*Academic Libraries; Autoinstructional Aids; Books; Government Publications; Higher Education; Information Seeking; *Library Instruction; *Library Skills; Periodicals; *Research Skills; *Search Strategies; Workbooks; Worksheets
IDENTIFIERS	*Northern Kentucky University

ABSTRACT

Developed by the Instructional Services Department of Northern Kentucky University's W. Frank Steely Library, this self-paced workbook is designed for students who are undertaking library research projects. Based on a five-step search strategy and designed to provide individualized guidance through the fundamental steps in the library research process, the guide can be adapted to any student's research topic, and its worksheets can be used as the basis for a working bibliography. Emphasis is placed on the ability to determine particular information needs, to determine sources appropriate to those needs, and to evaluate the usefulness and reliability of each source. Following general instructions on the use of the workbook, the search strategy is introduced, and discussions are presented on the search strategy components of choosing and refining a topic; locating books, periodicals, and government documents on the topic; and locating additional information as needed. A concluding discussion considers the importance of evaluating information. Six worksheets are provided for the various components of the search strategy, and selected listings of subject encyclopedias and subject indexes are included. (Author/KM)

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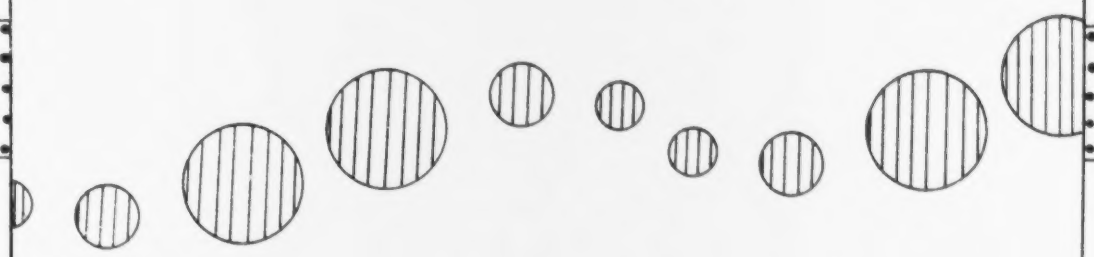
STRATEGIES

For Successful Library Research



A STEP - BY - STEP GUIDE

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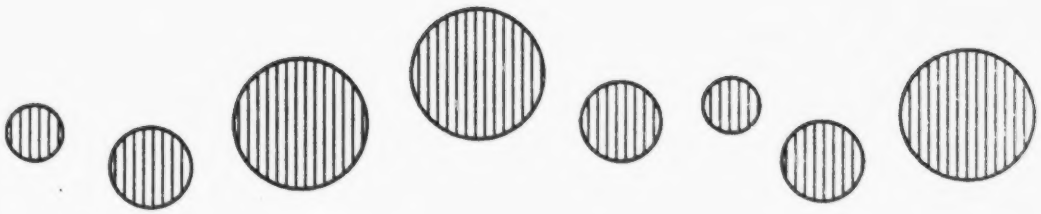
Strategies for Successful Library Research:

A STEP - BY - STEP GUIDE



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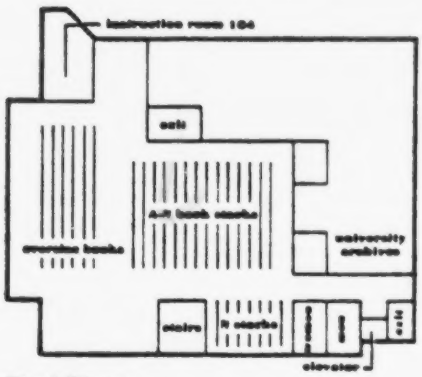
General Instructions

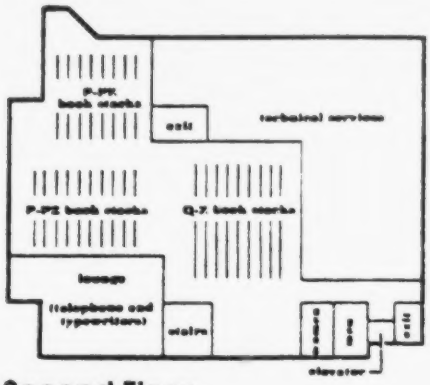
This workbook is a guide to conducting library research. Carefully read each section of the workbook before completing the accompanying worksheet. The lists of information sources you locate for the six worksheets will be the foundation for your research project. (Your instructor will inform you as to whether the worksheets will be turned in for a separate grade.) You will go on to examine and choose the most appropriate of these listed sources in a later phase of your research project.

If you have any questions about the instructions given to you in the workbook or about the locations of materials, please ASK A REFERENCE LIBRARIAN to help you. We want to make your research in the library as effective and efficient as possible.

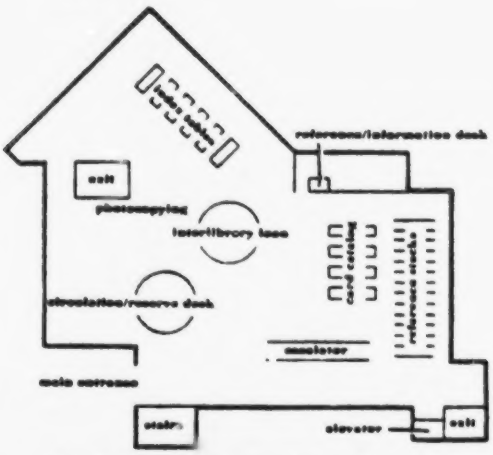
STEELY LIBRARY



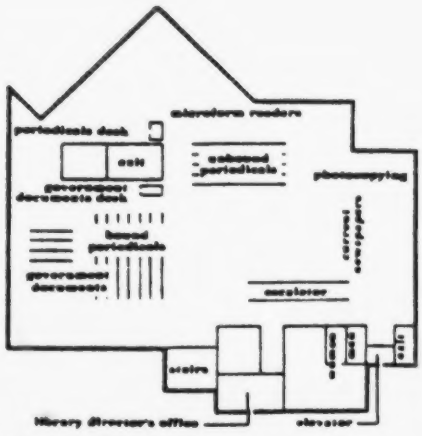
First Floor



Second Floor



Third Floor (Plaza Level)



Fourth Floor

INTRODUCTION TO SEARCH STRATEGY

Research in any discipline requires one to identify and retrieve information, ideas and opinions from a variety of sources. There are literally millions of books and articles, as well as original data, to consider as you form your own opinions. Library classification systems and bibliographical guides are designed to make all of this information accessible to you. Even so, your research can be more efficiently accomplished if you employ a well-organized approach, or a SEARCH STRATEGY. In this workbook, a five-step search strategy with which to approach your topic will be suggested. By reading the brief texts which explain each step of this strategy and by completing the worksheets, you will become more and more competent in the research skills important for academic investigation.

Perhaps of more immediate interest to you, as you complete this workbook you will be developing a WORKING BIBLIOGRAPHY --- or an extensive list of books, articles, and other information sources -- for your research topic. Although this bibliography will be refined and shortened as you examine the sources, the development of a working bibliography is the essential foundation for a successful research project.

SEARCH STRATEGY

Choose and refine a topic

Locate books on the topic

Locate periodical articles on the topic

Locate government documents on the topic

Locate additional information as needed

Choose and refine a topic

CHOOSE A TOPIC

Choosing an appropriate topic for your research project is not always easy to do. Obviously you should first consider subjects which interest you a great deal; you will be spending quite some time researching this subject. Other things to consider as you decide upon a topic are:

- ASSIGNED LENGTH OF PAPER. (Do not try to write a five-page paper on a broad topic such as the history of the Catholic Church.)
- AVAILABILITY OF MATERIALS FOR RESEARCH.(Although California soil composition is an interesting topic to you, Steely Library may not have sufficient information in the collection for scholarly research on this subject.)
- SPECIFIC GUIDELINES FROM YOUR INSTRUCTOR. (Perhaps your instructor has assigned specific topics for research.)

Many resources are available to help you choose an appropriate topic. Your instructor can help, or perhaps glancing through the chapter headings in a textbook could give you some ideas. In the library, the following resources can also suggest topics:

- REF AG 5 .R25 1983
  The Random House Encyclopedia is a one-volume general encyclopedia that provides brief information on a wide spectrum of subjects. Since the entries in this encyclopedia are clustered in broad categories (i.e. technology, the arts, etc.) it is easy to browse for an interesting topic.

- REF D 11 .G78 1982x
  The Timetables of History presents important historical, cultural and scientific events occurring from prehistory through 1978. Here you can find an endless supply of topics for research.

- REF D 410 .F3
  Facts on File offers weekly summaries of world events. This resource is an excellent guide to current political and social topics.

- Reference Librarians work daily in the reference area and can quickly guide you to additional resources to assist you in choosing a topic.

Turn now to the first worksheet on page 8 and write the research topic you have chosen in the space provided.

REFINE THE TOPIC

After you have chosen a topic, you often need to do some preliminary analysis of the subject as a prerequisite to conducting your research. In other words, you should carefully explore your topic and define specific aspects you intend to study. This background reading can help you to clarify unfamiliar concepts, gauge the size of the topic, and perhaps design an outline for your project. Questions you should ask yourself include:

- Can I place geographic or time limitations on my subject?
- What important people or concepts should I consider?
- What specific aspect of my topic shall I concentrate upon in my project?

If these and other exploratory questions are studied before you begin to search for information, you will find the remainder of your library research much simpler and more effective. All experienced researchers know that research is a process which can lead to dead ends as easily as to successes. This preliminary step in the research process can help you to avoid pitfalls along the way.

SUBJECT ENCYCLOPEDIAS

A recommended approach for refining your topic in any discipline is to consult a SUBJECT ENCYCLOPEDIA for background reading. Subject encyclopedias differ dramatically from general encyclopedias such as World Book, Britannica, etc. Subject encyclopedias cover only one discipline and therefore can provide more information for any entry than can a general encyclopedia which attempts to address all topics. Moreover, the articles in these specialized reference works are almost always written by authorities in the field. Therefore, the information you find in these encyclopedias is scholarly and highly reliable.

One of the vital research skills important for you to master is the ability to identify appropriate reference sources. Relevant subject encyclopedias can be located through the SUBJECT CARD CATALOG. Simply look there for the discipline that includes your topic, such as "music," "chemistry," "United States -- History," etc. Then find the subdivision of the topic, "Dictionaries." (This word is used instead of "encyclopedias" in the card catalog.) Some examples of these subject headings are listed below.

BIOLOGY -- DICTIONARIES
GREAT BRITAIN -- DICTIONARIES
DRAMA -- DICTIONARIES

For your convenience, a list of selected subject encyclopedias is provided on the next page. Use one of those listed, or check the SUBJECT CARD CATALOG for a more relevant encyclopedia, to complete the first worksheet on page 8.

HELPFUL HINT: If you are unable to identify an appropriate subject encyclopedia, ask one of the reference librarians to assist you to locate other sources of background information. Occasionally, there will not be a subject encyclopedia available for your topic.

SELECTED LIST OF SUBJECT ENCYCLOPEDIAS

HUMANITIES

Ref CB 5 .D52
Dictionary of the History of Ideas, 1973

Ref N 31 .E533
Encyclopedia of World Art, 1959

Ref PN 774 .L433
Encyclopedia of World Literature in the 20th Century, 1981

Ref BF 1411 .M25 1983
Man, Myth, & Magic, 1983

Ref ML 100 .N48
New Grove Dictionary of Music and Musicians, 1980

SOCIAL SCIENCES

Ref E 174 .D52 1976
Dictionary of American History, 1976

Ref E 183 .E5 1984
Encyclopedia of American Political History, 1984

Ref HV 6017 .E52 1983
Encyclopedia of Crime and Justice, 1983

Ref HB 61 .E55
Encyclopedia of Economics, 1982

Ref LB 15 .E47
Encyclopedia of Education, 1971

Ref KF 156 .G77
Guide to American Law, 1983

Ref GN 307 .I44 1978
Illustrated Encyclopedia of Mankind, 1978

Ref BF 31 .E52
Encyclopedia of Psychology, 1984

Ref HM 17 .I53 1984
International Encyclopedia of Sociology, 1984

Ref H 40 .A215
International Encyclopedia of the Social Sciences, 1968

Ref D 21 .I276
New Illustrated Encyclopedia of World History, 1975

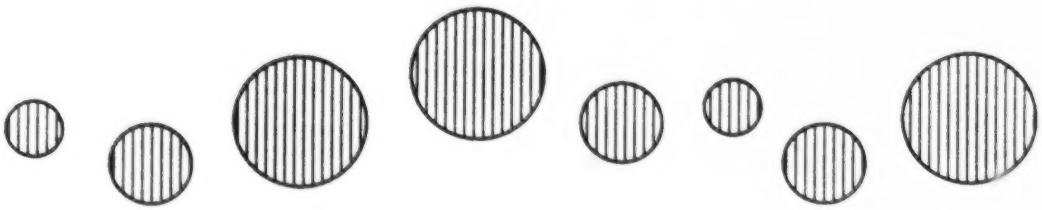
SCIENCES

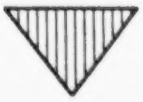
Ref QH 332 .E52
Encyclopedia of Bioethics, 1978

Ref QA 76.I5 .E48 1983
Encyclopedia of Computer Science and Engineering, 1983

Ref Q 121 .M3 1987
McGraw-Hill Encyclopedia of Science and Technology, 1987

Ref R 125 .F57
Medical and Health Encyclopedia, 1983





RESEARCH WORKSHEET 1
CHOOSE A TOPIC

Research Topic:

_____

_____

_____

Turn back to page 4 to read about the next step in the search strategy before completing this worksheet.

REFINE THE TOPIC

Which subject encyclopedia(s) did you choose? (If a reference librarian directed you to a different type of source for background reading, please list the materials you consulted here.)

_____

_____

_____

Most subject encyclopedias have an index either at the end of the set or at the beginning. Find the index for the encyclopedia(s) you have identified and look for your research topic. You may have to check several synonyms or related terms that describe your topic in order to locate articles in the encyclopedia(s). An important research skill is the ability to translate your topic into the language used by the editors of reference sources. If you cannot find your topic in the index, ask one of the reference librarians to help you.

List the major divisions or aspects of your topic discussed in the subject encyclopedia(s).

_____

_____

_____

_____

_____

Upon which of these aspects are you going to focus your research? (You may use an aspect not covered by the encyclopedia article.)

_____

_____

_____

Note people or groups of people, dates, events and places discussed in the encyclopedia article(s) which will be important in researching your topic.

_____

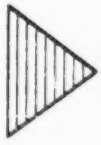
_____

_____

_____

_____

Remember that the articles in subject encyclopedias are often written by experts. The bibliographies provided by those authorities are ready-made lists of resources with which to begin your own research. Was there a bibliography with the background article you read? Yes____ No____



If so, copy from the bibliography those citations which you believe would be useful to examine for your research project. There are several ways to evaluate the potential relevance of information sources listed in a bibliography.

- CONSIDER THE QUALITY AND SCHOLARLY LEVEL of the encyclopedia article itself. The bibliography's quality should correspond to that of the article.
- Simply by READING THE TITLES cited in the bibliography, you can begin to make some choices based on the cited material's relevancy to your project.
- CHECK THE DATE OF PUBLICATION. For very current, rapidly changing fields of study, you may wish to use only very recently published resources.

These evaluation methods will help you to narrow the list of materials to those most likely to be of value to you.

Remember to copy all the information given in the bibliography for each source: author, title, place of publication, publisher, date and page numbers if appropriate. You will need this information later. You might also want to list any books or articles found in other sources you have examined, such as a course textbook. NOTE: Your professor will probably require that this information be written in a particular bibliographic style. The library has copies of the major bibliographic style manuals.

SOURCES FROM BIBLIOGRAPHY

1._____
_____

2._____
_____

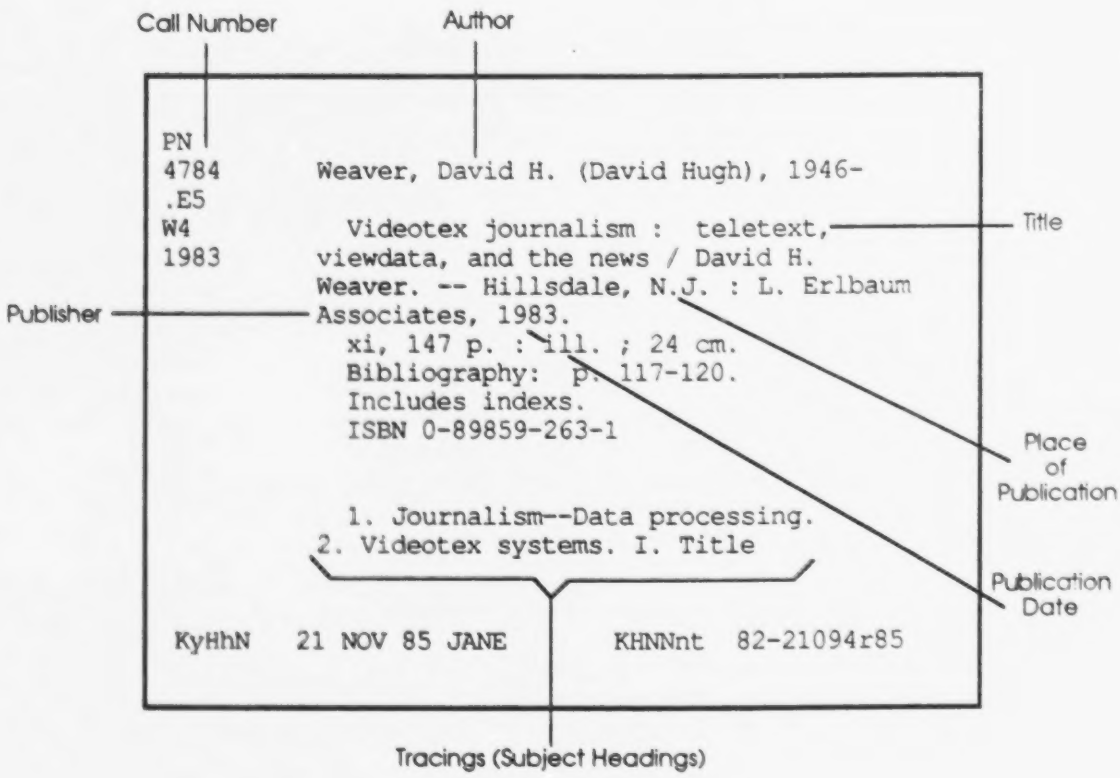
3._____
_____

4._____
_____

USE THE BACK OF THIS PAGE IF NECESSARY

LOCATING BOOKS WHEN YOU KNOW THE AUTHOR OR TITLE

The card catalog at Steely Library is DIVIDED: authors and titles are listed in one section, and subjects are in the other. Now that you have identified potentially useful books on your subject by using a bibliography or other source, the next step is to check for those books in the AUTHOR/TITLE CATALOG. When you find them, write their call numbers next to the titles you listed on Worksheet 1. (If you do not find them in the Author/Title Card Catalog, turn to page 22 for information on finding them in other libraries.) If you experience any difficulty in telling which items on your list are books and which are periodical articles, a reference librarian will be able to assist you. The example below will refresh your memory on the parts of a card.



HELPFUL HINT: Cards are filed in the card catalog according to many detailed rules, too numerous to list here. The most important one for you to remember is that articles -- "a," "the," and "an" -- are disregarded if they appear as the first word in a title. In other words, The Good Earth would be filed by title under "G" for "Good." If you have any questions regarding other filing rules, don't hesitate to ask a reference librarian for assistance.

If the library owns a few of the books you have identified, you now have a good beginning for your research project. It is likely that the library also has other books on the same subject -- perhaps more recent or more relevant to your research. To locate these, use the SUBJECT CARD CATALOG.

SEARCHING FOR BOOKS BY SUBJECT

How can you know what SUBJECT HEADING(S) to use for your topic? The words you use to describe a subject may not be the same as those used in the card catalog. For example, you may use the phrase "equal rights movement" to describe the women's movement, but "women's rights" is the heading used in the card catalog. If you were to look under "equal rights" in the catalog, you would find no books on the subject.

Therefore, your next task is to translate your topic into the vocabulary used in the subject catalog. The preliminary reading you have done has probably suggested the common terminology used for your subject. This can be helpful, but these terms still may not match the headings used in the card catalog. There are two ways to determine the correct heading(s) for your subject:

- Go back to the author/title catalog, and look up again one of the books you found before. Look at the bottom of the card. The terms following numbers are called "tracings." (If you found no books in the author/title catalog earlier, look at the example on page 12 for future reference.) All of the words or phrases with arabic numerals, (1,2,3, etc.) are subject headings for that particular book. Write down any useful headings from this part of the card and use them to look up books in the subject card catalog.

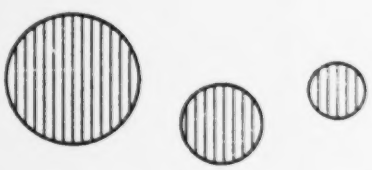
- On a revolving stand by the subject catalog is the Library of Congress Subject Headings(also called the LCSH.) These two volumes list subject headings used by the Library of Congress system. This subject classification system is also used in Steely Library. The LCSH will guide you to the correct heading(s) for your topic.

Here is an example of an entry from LCSH:

Chemical warfare	
sa	Decontamination
"sa"--	European War, 1914 - 1918 -- Chemistry
"See also"	Gases, asphyxiating and poisonous -- War use
related headings	Herbicides -- War use
	Incendiary weapons
	Smoke screens
	World war, 1939 - 1945 -- Chemistry
"x" terms -- not x	CBR warfare
used as headings	Chemistry in warfare
xx	Air defenses
"xx"--related	Air warfare
headings, usually	Combustion
broader	Explosives, military
	Military art and science
	Strategy
	Tactics
	War
"--" Subheading	-- Safety measures

Find your topic in LCSH. You will notice that some subject headings include long lists of related headings, some of which are more specific. Read through these headings. It may be that one of the more specific headings will fit your topic precisely. Another very important thing to remember is that LCSH is a list of subject headings designed for the Library of Congress in Washington, D.C. -- the largest library in the world. Don't be surprised if you occasionally discover a perfect subject heading, but find upon checking for it in the card catalog that Steely Library owns no books on that subject. If you do encounter this problem, try using one of the broader ("xx") headings listed under your subject in LCSH. In this way you might find a book which devotes a chapter to your specific subject.

Now begin worksheet 2 on page 16.



RESEARCH WORKSHEET 2
LOCATE BOOKS ON THE TOPIC

List the relevant headings you found using either tracings from the bottom of a catalog card or LCSH (Library of Congress Subject Headings). Be sure to follow any relevant "see" or "see also" ("sa") references.

_____

_____

_____

Look up books in the subject catalog using the headings you have identified. Write down ALL of the bibliographic information: author, title, place of publication, publisher, and date. Don't forget to write down the entire call number as well!

As you prepare your list of books, look carefully at each card. Often the card will give you enough information to help you decide to retrieve that book from the shelf.

- When was the book published? In some cases you will want only the most recent material available; in others you may welcome historical views, or the reliability of a well-established source despite its age.
- Do the title and tracings indicate the subject of the book? Does it seem to cover your topic?
- Does the book contain an index? Sometimes you need only a chapter or a few paragraphs from a book. Without an index, however, the information you need will be difficult to find.
- Does the book contain a bibliography? (Check the "Descriptive Notes" area of the card.) If it does, you may have a perfect list of materials at your fingertips.

LIST OF BOOKS FOUND:

1. _____

_____

2. _____

_____

3. _____

_____

4. _____

_____

5. _____

_____

LOCATING BOOKS ON THE SHELVES

Now you have compiled a list of books by using both the author/title and the subject card catalogs. To find books on the shelves, you will need to know their CALL NUMBERS. You may have noticed by now that in this library, call numbers actually begin with letters. These letters represent the major subject areas used to categorize books. For example, if you were to browse in the "PR" section of the library, you would find that all of those books have to do with English literature. Consult the signs above the card catalog for the location of each lettered section.

Sometimes, a call number will include a special LOCATION SYMBOL which appears just above the first line of the call number. For example, "Ref" indicates reference material, and "Y" denotes children's literature. The signs above the card catalog will provide the meaning of the symbols as well. You are now ready to look for your books on the shelves. Be sure to look for the books you listed on Worksheet 1 as well as those on Worksheet 2.

LOCATION SYMBOLS
A - N - Classification - 1st FL
P - Z - Classification - 2nd FL
Ref - Reference - 3rd FL
MF - Microfilm - 4th FL
Oversize - 1st FL
Record - Record Collection - 3rd FL
Y - Learning Resource Center - BEP 268
Government Documents - 4th FL
Chase - Chase Law Library
Spec Coll - Special Collections - Circulation Desk
Tape - Circulation Desk
KY COLL - University Archives - 1st FL
LRC - Learning Resource Center - BEP 268
TA - Teaching Aids - Circulation Desk

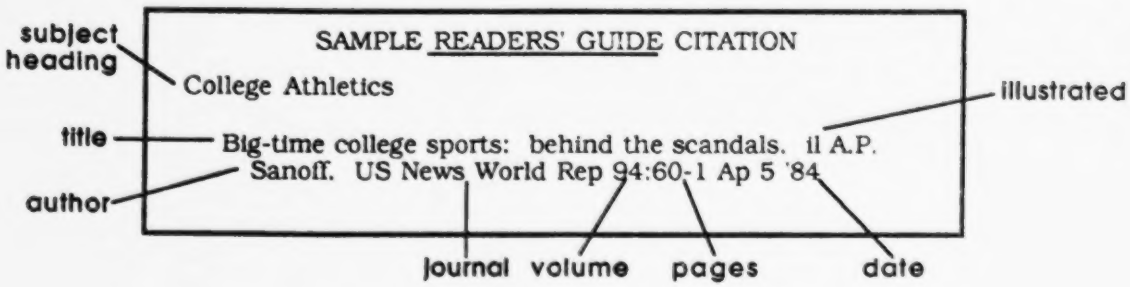
HELPFUL HINT: You may request that a book that has been checked out of the library be placed on HOLD for your use. This means that you will be notified when the book is returned and it will be held for you. Holds may be requested at the Circulation Desk.

Locate periodical articles on the topic

After locating relevant book resources, you will also want to search for important information that has been published in periodicals. A periodical is any publication -- magazine, journal, newspaper, yearbook -- that is issued more than once, usually at regular intervals. Because most periodicals are published frequently, this type of resource is of primary importance when doing research on a new or rapidly developing topic. Periodical articles are also valuable resources for researching local topics or very narrowly focused subjects such as the academic achievement of latchkey children. In these cases, you may wish to skip directly to this step -- locating periodical articles -- after refining your topic.

Just as you used the subject card catalog to locate specific books on a subject, you can use PERIODICAL INDEXES to identify relevant articles that have been published in periodicals.

You may be familiar with one periodical index, Readers' Guide to Periodical Literature. If you have used Readers' Guide before, you know that this index is issued monthly and is a subject index to the articles in almost 200 different magazines. Find a recent issue of Readers' Guide on the first index table to the left of the reference desk.



Look up your research topic. You may have to try several different synonyms before you discover the subject heading used by Readers' Guide for your topic. Perhaps some of the terms and phrases you used in the subject card catalog will also be used by Readers' Guide. In addition, the "see" and "see also" references you find in Readers' Guide are a great help in discovering the appropriate subject heading(s).

Note that some articles are more useful than others. Look at the article's title to see if the specific aspect of the subject that you plan to study is covered. The title of the periodical can give you a clue to the scholarly level of the article. For example, an article on latchkey children from the Journal of Child Development is likely to include more information valuable for serious research than would an article from Better Homes and Gardens. You do not always have to be familiar with a journal to make some preliminary evaluation of its value for your project.

Turn now to Worksheet 3 on page 24 and list relevant periodical articles that you locate by using Readers' Guide.

SUBJECT PERIODICAL INDEXES

Since Readers' Guide indexes current general magazines, you are likely to find articles on any popular topic. However, this does not mean that using Readers' Guide alone will help you to produce a thorough research project. Readers' Guide indexes approximately 200 periodicals. Last year over 64,000 English language periodicals were published! In order to find relevant articles in some of these other periodicals, you should use one or more SUBJECT PERIODICAL INDEXES.

Subject periodical indexes often look very much like Readers' Guide. To use them, you simply find the subject heading(s) for your topic and examine the list of articles provided. There are several differences between general indexes like Readers' Guide and subject periodical indexes. The most important distinction concerns the type of journal indexed by each group. General indexes tend to cover many popular magazines -- Time, Newsweek, Psychology Today, Rolling Stone -- the type of magazine you are likely to find in a drugstore. Since these magazines assume the reader has little or no prior knowledge of the subject, you will often find the same basic information repeated in several different articles. Subject periodical indexes, on the other hand, index specialized research journals almost exclusively. Articles in these journals are written by experts rather than by general reporters, and present the most recent studies in much greater detail than do the popular magazines.

On page 22, you will find a list of the basic subject periodical indexes owned by Steely Library. These indexes are shelved on the tables beyond Readers' Guide. Check to see which one(s) would be likely to index scholarly journals concerned with your research topic. This list includes only a few of our subject periodical indexes. If you cannot identify an appropriate one on the list, ask a reference librarian for assistance.

Now complete Worksheet 3 on page 24.

SELECTED LIST OF SUBJECT INDEXES

HUMANITIES

Biography Index, 1946-

Humanities Index, 1907-
(Formerly Social Sciences and Humanities Index, 1965-1974; International Index, 1955-1965; and International Index to Periodicals, 1907-1955)

Art Index, 1929-

Music Index, 1960-

Philosopher's Index, 1940-

SOCIAL SCIENCES

Business Periodicals Index, 1958-

Education Index, 1929-

PAIS (Public Affairs Information Service) Bulletin, 1960-

Social Sciences Index, 1907-
(Formerly Social Sciences and Humanities Index, 1965-1974; International Index, 1955-1965; International Index to Periodicals, 1907-1955)

Criminal Justice Periodicals Index, 1975-

Library Literature, 1921-

SCIENCES

Cumulative Index to Nursing and Allied Health Literature, 1961-

General Science Index, 1978-

Applied Science and Technology Index, 1958-

INDEXES ARE SHELVED IN THE
REFERENCE DEPARTMENT, 3RD FLOOR

RESEARCH WORKSHEET 3

LOCATE PERIODICAL ARTICLES ON THE TOPIC

Using recent issues* of Readers' Guide, list relevant articles in the space provided below. If you have any difficulty interpreting the article citations in this index, the sign on the end of the index table will help you. Be sure to copy the entire citation. If you have trouble finding articles cited for your topic, ask a reference librarian for assistance.

1. _____

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2. _____

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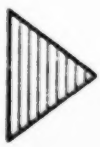
*If you are researching an event from an earlier period, for example, the first man on the moon, use an issue of Readers' Guide from that earlier period.

Before completing this worksheet, go back to page 20 and read about SUBJECT PERIODICAL INDEXES.



Which subject periodical index(es) did you choose?

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List the subject headings you used in researching your topic in these subject periodical indexes. Be sure to take advantage of the "see" and "see also" references given to you in the indexes!

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List the articles you would like to examine for your research project. Remember to begin your evaluation of each article by viewing critically the title of the article and the title of the journal.

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LOCATING PERIODICALS IN STEELY LIBRARY

By now you are looking forward to reviewing the periodical articles in your working bibliography. Although Steely Library has a large periodical collection located on the fourth floor, chances are that we will not have copies of ALL the articles you have listed. Check one of the PERIODICAL FILES kept in the reference area, or one located in the periodicals area on the fourth floor, to see which periodicals we do own. (The reference area's periodicals files are kept on a tall table near the Reference Desk.) In these computer printouts, you will find an alphabetical list of all the periodicals in Steely Library's collection. The poster on the front of the printout will help you to interpret the entries. Be sure to also check to see if we own the periodical for the particular year in which your article appeared!

Check to see which of the articles you listed on Worksheets 1 and 3 are in the Steely Library periodical collection before you read the rest of this section.

LOCATING SOURCES NOT IN STEELY LIBRARY

If Steely Library does not own some of the articles you listed or the books you would like to read, you have two options for obtaining copies of these materials.

- Steely Library belongs to a cooperating network of libraries called the GREATER CINCINNATI LIBRARY CONSORTIUM (GCLC). As an NKU student, you may use --- often borrow --- many of the resources in the collections of member libraries. A list of these libraries, with their reference desk phone numbers, is available at our reference desk. Most librarians will check their holdings for a particular book or periodical if you call in advance.

- You may request that the Steely Library staff borrow a book or obtain a photocopy of a periodical article for you. Our staff will search regional libraries to find the materials that you request. If we are able to obtain a copy, it will be mailed to our library for your use. This service is called INTERLIBRARY LOAN (ILL). The Interlibrary Loan supervisor works inside the round office area on the library's third floor. Please consult her about any questions or ILL requests you might have. CAUTION! - - - - It often takes two weeks -- in some cases longer -- to locate the requested material and have it mailed to our library. Start your research early! Also, if the library which supplies the book or article has a charge for this service, you will be responsible for paying that amount. (Most libraries only charge $.05 or $.10 per page for photocopying articles.)

NEWSPAPER INDEXES

In addition to the subject periodical indexes you have just used, you may want to consult NEWSPAPER INDEXES to research your topic. Articles published in newspapers are excellent sources of vital data and interesting viewpoints on political and social issues. In 1984 our library began to subscribe to an index for newspapers called Newsbank. Newsbank indexes major articles from over 100 U.S. newspapers. Copies of all the articles you find indexed in Newsbank are kept on microfiche in the reference area. The index and the microfiche collection are near the Readers' Guide index table.

To locate newspaper articles published before 1984, use one of the individual newspaper indexes in the reference department. We have the New York Times Index (back to 1851 if you would like to read eye-witness acounts of the Civil War, reactions to the stock market crash of 1929, or interviews with the first American men on the moon), the Chicago Tribune Index, the Wall Street Journal Index, and indexes to several other newspapers. These indexes are shelved alphabetically in the first section of shelves in the reference collection.

For data concerning your topic in news articles and discussions in editorials, consult either Newsbank or some of the individual newspaper indexes. List the relevant articles you identify on Worksheet 4 on page 28. In the front of Newsbank you can find instructions for using this index. A reference librarian can help you to interpret the citations in any of the indivisual newspaper indexes you choose to consult.

HELPFUL HINT: Remember when using data from newspapers or news magazines to consult more than one publication. While most news reporters attempt to be impartial, editorial policies and local interests inevitably affect the reporting of events and issues.

RESEARCH WORKSHEET 4
LOCATE NEWSPAPER ARTICLES

Articles located through Newsbank:

1. _____

2. _____

3. _____

4. _____

5. _____

First individual newspaper index consulted: _____
Articles located:

1. _____

2. _____

3. _____

4. _____

5. _____

Second individual newspaper index consulted: _____
Articles located:

1. _____

2. _____

3. _____

4. _____

5. _____

Third individual newspaper index consulted: _____
Articles located:

1. _____

2. _____

3. _____

4. _____

5. _____

USE THE BACK OF THIS PAGE IF NECESSARY.

Locate government documents on the topic

The United States Government is a more prolific producer of information than any commercial publisher; in fact, it is the largest publisher in the world. Steely Library is a depository for U.S. Government documents, receiving materials from every agency of the government. These materials cover international affairs, child welfare, legal issues, business, education, the economy, space programs, even gardening -- to name a few topics. The list goes on and on! Types of publications available include bibliographies, research reports, pamphlets, statistics, transcripts of Congressional sessions, periodicals and book-length studies.

Government documents are NOT generally accessible through the card catalog. In order to find documents on your subject, you must use special indexes. One periodical index in the reference area includes a significant number of government publications. PAIS (Public Affairs Information Service) Bulletin indexes documents which are concerned with politics, international affairs, economics, law and related subjects. However, these are only a small fraction of the publications available from governments.

On the fourth floor, you will find the most thorough index to government documents: the Monthly Catalog of U.S. Government Publications. This is the comprehensive index to all federal government publications, and is shelved with the Documents collection on the fourth floor. Other indexes for finding federal documents include Congressional Information Service (CIS), American Statistics Index (ASI), and Index to U.S. Government Periodicals, all shelved on the fourth floor. In addition to these indexes of federal publications, the Checklist of Kentucky State Publications indexes Kentucky state documents.

Government documents are shelved according to their own classification system, separately from the library's collection of books. If you think that your subject might be discussed in a government publication, don't hesitate to ask at the Government Documents desk for assistance in finding this information. You will find this extra research step can help you build a superior final project.

As you use government documents, complete Worksheet 5 on page 32.

RESEARCH WORKSHEET 5
LOCATE GOVERNMENT DOCUMENTS ON THE TOPIC

Index(es) used to find government publications:

Public Affairs Information Service (PAIS) Bulletin
Subject heading(s):

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_____

Monthly Catalog of U.S. Government Publications
Subject heading(s):

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_____

Congressional Information Service
Subject heading(s):

_____

_____

American Statistics Index
Subject heading(s):

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_____

Index to U.S. Government Periodicals
Subject heading(s):

_____

_____

Checklist of Kentucky State Publications
Subject heading(s):

_____

_____

List below any relevant government publications you found. Include all bibliographic information.

HELPFUL HINT: The author of a government document is sometimes a person; often, however, it is an agency or a committee -- for example, U.S. Department of Commerce, Bureau of the Census is the author of all census reports. If you are unsure of the bibliographic information for a document, consult a librarian.

GOVERNMENT DOCUMENTS

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3. _____

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4. _____

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5. _____

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Locate additional information as needed

In the process of composing your research project, you may find that you require some statistical data or piece of current information which you have not been able to find in encyclopedias, books, periodical articles or government documents. Often, statistical information is most conveniently accessible through certain reference books. Reference books --- for example almanacs, atlases, statistical handbooks --- are meant to be referred to for quick answers to specific questions. For example, you may need to know the average buying power of a family in Kentucky in 1984, the birth and death dates of a prominent novelist, or the properties of a certain chemical compound. Ask a reference librarian for help in finding facts or statistics quickly. They know the library's collection well, and can direct you to an appropriate source.

The same rule applies when you are looking for information on very current events. There are many sources for current news information in the library's reference collection. For example, Congressional Quarterly's Weekly Reports provide weekly summaries of events in government affairs. Facts on File, another reference resource provides summaries of world news items each week. Your project might require the text of a new regulation, the current rating of a particular company on the stock exchange, or the current status of U.S./Soviet arms negotiations. There are so many varied sources of statistical and current news information -- handbooks, almanacs, directories, yearbooks, atlases, etc. -- that it would be impossible to list them here. If you would like to use any of this material for your research project, ask a reference librarian for assistance.

The sources you use can be listed on Worksheet 6 on page 36.

RESEARCH WORKSHEET 6
LOCATE ADDITIONAL INFORMATION AS NEEDED

List below any reference books you used to find specific facts, statistics, or current information. You do not need to include reference books already listed on previous worksheets. Include author or editor, title, edition (if applicable), place of publication, publisher, date and page number(s) on which you found the information.

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USE THE BACK OF THIS PAGE IF NECESSARY

CONCLUSION

You have now completed the library research component of your project, and you are ready to read, analyze, and draw conclusions concerning what you have found. Through this workbook, you have created an excellent working bibliography with which to begin. Some of the material you may decide to discard as irrelevant; other sources will lead you to even more important materials.

Throughout this workbook, certain research skills have been stressed over and over again. Review these library research skills listed below. You will be able to benefit from their application in any future research project.

- Identifying appropriate library "tools," or bibliographic sources, for finding information. These include encyclopedias, bibliographies, the card catalog and factual reference books.

- Translating your topic into the vocabulary used by each library source.

- Making a preliminary list of information sources that you uncover, with full bibliographic information so that you can easily retrieve copies of the materials. You will need this information later when you put together your own bibliography.

- Evaluating the quality and relevance of the information you located.

This final skill --- the ability to evaluate --- is perhaps the most important one and may take the longest time to master. Remember: just because a statement has been published does not make it the only possible interpretation of facts or events. Also, not all of the information you find will address your particular needs. You should consider:

- Evidence provided by the author that his or her information is reliable -- this is usually in the form of documentation (footnotes or bibliographic references).

- Indication of bias -- Is the author's point of view clearly stated, or discernible through checking his or her background? (A reference librarian can help you to search for an author's qualifications.)

- Currency -- remember that the usefulness of a source sometimes depends on its publication date.

- Reputation of the publisher or journal printing the report -- An experienced researcher such as your professor can help you to make this judgment.

The ability to find, use, and critically evaluate information in libraries, once learned, will be valuable throughout your academic career. Indeed, it will be important in any future information search you undertake. Although each library has its idiosyncrasies, you have developed a strategy for finding information which can be adapted to any system. By applying the research steps you have learned in this project and by asking reference librarians for advice, you are assured of success!

GOOD LUCK ON YOUR RESEARCH PROJECT!